



## About the Foundation

The Shaker Schools Foundation is an independent nonprofit organization dedicated to enriching the educational experience of every student in the Shaker Heights City School District. Through philanthropic support, community partnerships, and alumni engagement, the Foundation invests in innovative programs, student opportunities, educator excellence, and initiatives that strengthen the connection between schools and community.

The Foundation works collaboratively with district leadership, donors, alumni, families, and community partners to advance opportunities that help students thrive both inside and outside the classroom. Visit our website: <https://shakerschoolsfoundation.org/> for more information.

## Manager Development & Grants

**Status:** Part-Time (typically 24 hours/wk preferably over 4 days with occasional evening hours required to support Foundation events and/or meetings. Hourly range of \$30-\$36/hour is based on experience.

**Reports to:** Executive Director

### Position Overview:

The Development & Grants Manager is the "external voice" of the Foundation. This role focuses on revenue generation, donor storytelling, and high-level stewardship. Ideal for a strategic communicator who excels at writing and relationship-building.

### Key Responsibilities:

- Fundraising Appeals: Design and execute multi-channel annual appeals and special campaign appeals (mail, email, social) and draft compelling "case for support" content.
- Grant Management: Identify, draft, and submit grant proposals to foundation and corporate partners; manage all narrative reporting and renewal timelines.
- Impact Stewardship: Lead the production of the annual Donor Impact Report, coordinating content, photography, and vendor relations (designers/printers).
- Awards & Programs: Manage the "heart" of the 60+ donor funds, including student/family and donor communications for Junior/Senior awards, and the end-to-end administration of opportunity assistance funds and student travel funds.
- Committee Liaison: Act as the primary staff liaison for the Grants Distribution Committee and provide strategic support for the Development Committee.

**Qualifications:**

- Fundraising: 5+ years of progressive development experience; proven success in grant writing and appeal design.
- Communication: Exceptional writing skills with the ability to turn data into a compelling narrative.
- Technical: Proficiency in leveraging CRM data (DonorPerfect) for donor segmentation and project management.
- Proven project management skills with the ability to manage multiple deadlines, events and timelines.
- Familiarity with social media engagement.
- Experience writing impact stories, donor reports, grant applications or similar communication pieces.

**Physical Demands:**

- Must be able to work in a high-paced, dynamic environment.
- Must be able to interact at times with individuals who have different points of view.
- Extensive computer skills
- Communication skills both in person and computer

**Environmental/Environmental Demands:**

- Regularly spend hours sitting and using office equipment and computers.
- Regularly spend hours in intense concentration reviewing and entering financial information into a computer.
- Must be able to attend occasional events in the evening or weekends

**Required Qualifications**

- Holds a valid Ohio driver's license, valid vehicle car insurance and registration
- Has personal transportation to use to travel to different sites

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**TO APPLY:**

Please submit a cover letter and resume to Holly McCormick at [mccormick\\_h@shaker.org](mailto:mccormick_h@shaker.org). Applications will be reviewed on a rolling basis until the position is filled.